

# Candidate Information Bulletin



## STATE OF UTAH Pharmacy Technician

### Examination

- Utah Pharmacy Technician Law and Rule Examination

### Registering for the Examination

Examinations are administered five days a week (Mon.-Fri.) at Experior located at 5486 South 1900 West, Suite C, Taylorsville, UT 84118, and once per month in St. George, Utah. Register for the examination either:

- By mail.** Complete the enclosed Examination Application and return it by mail with your exam fee(s) to Experior. You will be scheduled for an appointment at the first available time approximately one week after your application is received. Experior will mail you an admission letter providing you with the exact date and time.
- By telephone.** You can schedule your appointment by calling Experior at 801.355.5009, between 8:30 a.m. and 4:30 p.m., Monday through Friday, and paying for your examination using a major credit card (MasterCard or Visa).

**Payment must be made in advance.** You may reschedule your examination for a \$10 rescheduling fee up to the time of your appointment. If you fail to appear for your appointment, your examination fee will be forfeited and you must reapply for the exam. No exceptions. **All examination fees are nonrefundable and nontransferable.**

### Licensure Process

Upon completion of all licensure requirements including passing the examination, submit a complete application for licensure to:

By US Mail

**Division of Occupational and Professional Licensing**  
P.O. Box 146741  
Salt Lake City, UT 84114-6741

By Delivery or Express Mail

**Division of Occupational and Professional Licensing**  
160 East 300 South, 1<sup>st</sup> Floor, Main Lobby  
Salt Lake City, UT 84111

Applications for licensure are available on the Internet at [www.dopl.utah.gov](http://www.dopl.utah.gov).

You may also obtain them from:

**Experior**

5486 South 1900 West, Suite C  
Taylorsville, UT 84118  
801.355.5009

Web Address: [www.experioronline.com](http://www.experioronline.com)

### Examination Fees (subject to change)

The examination fee for the Utah Pharmacy Technician Law and Rule Examination is **\$60**. Fee includes same-day score.

### Computerized Testing

Examinations are administered using Experior's user friendly, windows-based, computerized testing system. Experior uses IBM compatible personal computers, similar to what you may have at home or in your business. You do not need any computer experience to use this system. In fact, you will only need to use five keys on the keyboard to take the test. (The other keys are disabled—there is no way you can harm the computer, the program, or the test by touching the wrong key.)

Prior to beginning your examination you can take a practice exam to become familiar with the computer testing system. A staff member will be available to help you if you need further assistance.

You will receive your score at the conclusion of the examination.

### Walk-In Testing

Candidates may "walk in" and test on a space-available basis for an additional \$10 fee. No reservation is required. The examination fee plus the walk-in fee must be paid prior to taking the examination.

### Candidates with Special Needs

If you require a special testing accommodation under the *Americans with Disabilities Act* (ADA), please contact Experior to obtain an Accommodation Request Form. Reasonable testing accommodations are provided to allow candidates with documented disabilities, which are recognized under the *Americans with Disabilities Act* (ADA), an opportunity to demonstrate their skills and knowledge. Candidates should submit professional documentation of the disability with their application to help determine the necessary special arrangements. Thirty days advance notice is required for all special



arrangements. There is no additional charge for these accommodations.

Note: If English is your second language, a language barrier is not considered a disability.

#### Out of State Candidates

If you are out of state, you may arrange with Experior to take the exam at any recognized testing center such as a university or community college. You must make the arrangements with the testing center and then send Experior the required information along with the fee that includes an additional \$50.00 out-of-state testing fee.

Please include the following:

1. Candidate name, address and phone number
2. Name of Exam
3. Testing Center name, address, phone number and the name of the contact person
4. Test Fees: exam fee (including additional \$50.00 testing fee).

Candidates are responsible to pay the testing center any required fee.

Experior will mail the exam in a sealed envelope to the contact person at the testing center with instructions for administration. Experior will ship exams to the testing centers within one week after requests have been received. Candidates are responsible to check with the testing center to make sure the exam has arrived by the testing date. Candidates will have a two-week period to take the test once the exam has been shipped to the testing center.

After the exam, the testing center will then mail the exam back to Experior for scoring and the scores will be mailed to candidates within one week. Candidates are responsible for reporting their scores to the state.

**Note:** All out-of-state candidates will take paper/ pencil exams.

#### What to Bring to the Exam

Bring a form of picture identification such as a driver's license and your admission letter.

#### Scoring

Your score is based on the number of questions you answer correctly. You will not be given credit for any question that has been answered incorrectly, left blank, or has more than one answer marked. Be sure to mark an answer for each question.

#### Appeal Committee

Our goal at Experior is to provide a quality examination and a pleasant testing experience to every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. To facilitate this, we provide an opportunity at the end of your exam to make

comments, and Experior personnel will review your comments, but you will not receive a direct response. You may also contact one of our Candidate Support Specialists at 800.326.3926 to discuss your concern. The Candidate Support Specialist will direct your inquiry to the appropriate individual for response.

We try to resolve candidate concerns at the testing site or on the phone whenever possible. If you feel that your concern has not been resolved, you must put your comments in writing to the following address:

Experior  
ATTN: Appeal Committee  
1360 Energy Park Drive  
St. Paul, MN 55108-5252  
Fax: 800.347.9242

**If your concern is regarding the content of the exam, you must mail your concern to Experior**, as only original signatures can be accepted. No faxes are allowed. If your concern is regarding registration, scheduling or test administration (examination site procedures, equipment, personnel, etc.), you may either mail or fax your concern to Experior. In your letter, include your name, your Social Security number, the name of the exam, the date you tested and a specific description of your concern and the relevant facts surrounding it. Experior will investigate your concerns and will send a written response from the Appeal Committee within 10 business days of receipt at Experior.

#### Description of the Exam

The Utah Pharmacy Technician Law and Rule Examination is a closed-book exam that consists of 60 multiple-choice questions. You will have two and one-half hours to complete the exam. A passing score of 75 percent is required.

#### Law Exam References

A Study Guide (consisting of two booklets) has been prepared to assist you in preparing for the Law examination. This Study Guide includes every question that could be included on the actual examination along with the answers, a content outline listing the sources from which the examination was developed, and relevant sources (i.e., state statutes, rules, etc.). The cost of the Study Guide is \$20 (plus shipping/handling and tax). You may order this Study Guide by calling Experior or by completing and submitting the enclosed Order Form.

#### Copyrighted Exam Questions

All test questions are the copyrighted property of Experior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to

five years in prison and/or a \$250,000 fine for criminal violations.

# UTAH LAW AND RULES EXAMINATION APPLICATION FORM

**Please Print Clearly:**

Name of Exam Requested \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Work) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Site (Check one)**

\_\_\_\_\_ Exporior Office  
(Taylorsville)

\_\_\_\_\_ Location listed on Admission Letter  
(St. George)

**Type of Payment (Check one)**

\_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Required for Credit Card Payment

Payment Amount: \$ \_\_\_\_\_

Submit Fees and Application to:



**Exporior**  
5486 South 1900 West, Suite C  
Taylorsville, Utah 84118  
801.355-5009  
FAX: 801.355.4008

Exam fees are listed in your Candidate Information Bulletin

We will schedule you for an examination on the date listed below or, if unavailable, for an appointment at the first available time approximately one week after your application is received. Exporior will mail you an admission letter providing you with the exact date and time of your exam.



Date of Exam:      1st Choice \_\_\_\_\_      2nd Choice \_\_\_\_\_